

MCTime – Daylight Savings Time for Fall Time Change - November 6, 2011

On Sunday, November 6, 2011, Daylight Savings Time ends. At 2:00 a.m. clocks will be set back one hour to 1:00 a.m. local standard time.

It is the position of the Office of Human Resources that all Department Managers and Supervisors will be responsible for appropriately managing employees' time during this period. Where possible, managers should alter the employees start or end time to reduce the shift duration by one hour so employees scheduled to work a shift during the 1:00 to 2:00 a.m. time period, do not incur overtime. If you have employees that work over the time change, please refer to specific timecard guidance below.

Employees should be scheduled to report to work one hour later or leave work one hour earlier.

Employees may need to edit their timecard to ensure that the timecard reflects the **actual hours worked**. If the employee's shift includes an extra hour, the employee should record the time as "Hours Worked." MCTime will automatically calculate *Overtime Pay* (or *Comp Leave Earned*) based upon the employee's normal pay rule, if the employee is in overtime status.

In cases where an employee's scheduled hours in MCTime are known to cover the 1:00 to 2:00 a.m. time period, the timecard will automatically populate the duration with the additional hour.

- If the manager instructs the employee to alter the shift start or end times, then the duration should be adjusted.
- If the employee works the extra hour, then no action is needed.

In cases where MCTime knows only the duration of the shift, the timecard will not automatically populate the shift with the additional hour.

- If the manager instructs the employee to alter the shift start or end times, then the duration should not need to be adjusted.
- If the employee works the extra hour, then the duration should be adjusted to include the extra hour worked.

Generally speaking across all County Departments, depending on the shift times that an employee normally works, the Daylight Savings Time adjustment could be reflected on either Saturday, November 5 or Sunday, November 6 for different employees. Specifically, for individual employees, the time should be recorded on whatever day the shift would normally record time for work during the November 6, 2011, 1:00 a.m. to 2:00 a.m. time period.

If employees who normally work a shift during this time period elect to take leave for the entire shift, they will need to record the appropriate amount of leave that they would normally take to cover a full shift, without regard to the time change. Thus, an employee who typically works an eight hour shift would only take 8 hours of annual leave (or other leave type) and not the 9 hour duration of the shift on this particular night. Employees who work a partial shift need to edit their timecard to ensure that the timecard reflects the **actual hours worked**. At the end of the pay period, all employees should have accounted for the expected total "Hours Towards Schedule", which for most full-time positions is 80 hours.

Employees should be directed to review and **edit their timecard to reflect hours actually worked** on Saturday, November 5th and Sunday, November 6th (as well as all other days) **regardless of the hours that pre-populate their timecard**. And, as always, managers are responsible for reviewing and ensuring the accuracy of the timecard.

Questions concerning this topic should be directed to MCTime via the IT Help Desk by calling 7-2828 or by sending an email to MCTime@montgomerycountymd.gov.